

DATE: March 13, 2020
TO: GRU Employees
FROM: Ed Bielarski, General Manager
SUBJECT: Contingency Plan for Potential Effects of Coronavirus

Alachua County had its second confirmed case of COVID-19 Thursday night. While we are on the CDC's lowest alert level, we know that reducing individual exposure to the virus is our best hope for prevention and containment.

As a result, GRU is implementing the following precautions, effective Monday, March 16. These protocols will remain in place for 30 days, after which time we will evaluate for next steps.

- GRU plant and facility tours will be suspended.
- Business travel will be suspended, unless approved by the general manager.
- GRU will suspend all community/organizational events.
- Group meetings will be conducted via Teams or phone, unless the meeting room allows enough space for social distancing.
- No employee gatherings unless the room allows enough space for social distancing.
- Employees will not enter customer homes except to finish work or for emergency situations such as gas leaks.
- No service disconnections.

I am communicating regularly with the city manager and other charter officers on assuring a consistency of policy across the city. We have agreed that any employees who are feeling ill or are symptomatic of COVID-19 should avoid the workplace and seek medical attention or a phone screening at Employee Health Services. The City of Gainesville is committed to ensuring that all employees will be paid if quarantined or if they test positive for coronavirus.

We also are looking into additional ways to minimize health risks for employees, such as telecommuting. In the meantime, please continue to follow these recommended preventative measures:

- Wash hands often, for 20 seconds with soap. Hand sanitizer can also be used (at least 60% alcohol)
- Avoid touching the face
- Do not share cups, eating utensils and other such items
- Cough or sneeze into a tissue and then properly discard the tissue; if a tissue is not available, cough or sneeze into your elbow/sleeve
- Stay home when sick
- Avoid being in close contact with others who are sick.